

Minutes of the Human Resources Committee

Tuesday, July 16, 2013

Chair Paulson called the meeting to order at 1:00 p.m.

Present: Supervisors Duane Paulson, Pauline Jaske, Mike Crowley, Dan Draeger, Jennifer Grant, and Jim Jeskewitz. **Absent:** Kathleen Cummings.

Also Present: Chief of Staff Mark Mader, County Clerk Kathy Novack, Senior Human Resources Analyst Renee Gage, Human Resources Manager Jim Richter, Administration Director Norm Cummings, Administrative Services Manager Randy Setzer, Principal Systems Analyst Eric Dohman. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 5-21 (2 sets), 5-28 & 6-19-13

MOTION: Crowley moved, second by Grant to approve the joint meeting minutes of May 21. Motion carried 6-0.

MOTION: Jaske moved, second by Draeger to approve the minutes of May 21. Motion carried 6-0.

MOTION: Jeskewitz moved, second by Draeger to approve the minutes of May 28. Motion carried 6-0.

MOTION: Crowley moved, second by Jeskewitz to approve the joint meeting minutes of June 19. Grant and Draeger requested amendments. Motion carried 6-0 as amended.

Chair's Executive Committee Report of 7-15-13

Paulson highlighted the following items from the last Executive Committee meeting.

- Approved five appointments and Ordinance 028. Approved Ordinance 032, also on today's agenda. Paulson said he voted against it and will propose an amendment.
- Heard an update on 2012 capital projects.
- Heard a presentation on the Waukesha County Museum. Mader said museum officials have requested financial support and funding (4% less than last year) to be included in the proposed 2014 County budget.

Schedule Next Meeting Date

- August 20, 2013

Review Correspondence

Paulson referred to revised policies and procedures, previously approved by the committee and recently emailed to all County employees. No concerns or questions were raised by the committee.

Approve 2012 Annual Report of the County Clerk's Office

Novack reviewed her report which included information and statistics on revenues, marriage licenses, declaration of domestic partnerships, passports, dog licenses, elections, etc. Novack advised of a minor typographical error and corrected copies were distributed. Overall, fees

collected in 2012 totaled \$282,043, an increase of \$29,191 from 2011. Novack said, this year, she will look into possible ways to recover processing costs associated with dog licenses. She asked committee members if they would prefer additional information in future annual reports. Draeger and Crowley concurred with Novack's suggestion of including expenditures.

MOTION: Crowley moved, second by Jeskewitz to accept the 2012 Annual Report of the County Clerk's Office. Motion carried 6-0.

Approve Revised Classification Specifications

Gage reviewed proposed revisions to the following class specs: carpenter, certified occupational therapy assistant, community health educator, correctional officer, crew leader, economic support specialist, electrician, environmental health sanitarian, Exposition Center worker, golf course superintendent, human services support specialist, Juvenile Center worker, lead environmental health sanitarian, lead Exposition Center worker, lead mechanic; maintenance mechanic I, II, and III; mechanic, operations and training manager, park foreman, park maintenance worker, patrol worker, psychiatric technician, public health nurse, public health nurse technician, public health technician, sign and signal maintenance worker, social worker, stock clerk, telecommunicator, victim witness counselor, volunteer program specialist, and WIC program nutritionist.

Gage said these classifications were formerly represented and many had not been updated in many years. Changes were based, in part, on employee questionnaires with input from supervisors. The majority of the changes were done to incorporate modern terminology and make the verbiage more consistent. Two new class specs were created, WIC program nutritionist (Public Health) and victim witness counselor (District Attorney), which she explained further. The carpenter and maintenance mechanic I class specs now also list the requirement of a high school diploma or GED.

Paulson referred to the lead mechanic class spec which states "Ability to respond at any time during an emergency..." and had concerns in the event, for example, the lead mechanic was out of state. Gage said "at any time" means within reason and the intent should be understood. Paulson said he hoped that was the case. Cummings said it would be cumbersome to list all exceptions in each class spec.

Crowley complimented staff on the updates.

MOTION: Jaske moved, second by Jeskewitz to approve the revised classification specifications as presented. Motion carried 6-0.

Ordinance 168-O-032: Approve Modifications To Compensation And Benefit Structures For Non Represented Employees

Richter noted there is nothing new in this ordinance and it captures everything discussed at previous Executive, Finance and Human Resources committee meetings. Richter and committee members briefly discussed the ordinance which modifies salary structures, health insurance plan designs, position reclassifications, overtime eligibility, life insurance, long-term disability insurance, and retirement health savings account contributions. The net tax levy impact of the proposed changes to the salary structure and health insurance plan modifications is estimated at \$130,000 over ten years or about 0.02% of estimated base expenditures of that period. The estimated net levy impact resulting from the positions reclassifications is estimated to generate a savings of about \$2,000 for 2014. The estimated net cost impact of the remaining modifications in 2014 is estimated at \$22,000.

Grant thanked staff for their efforts and what she referred to as a lot of work.

Paulson said he voted against this ordinance in Executive Committee and he offered the following amendment: In Section X after the heading life insurance, delete the language on lines 124 to 126 and replace with "Employees who are eligible to earn overtime will receive life insurance equal to their annual salary in 2014 and equal to 2 times their annual salary beginning in 2015. Employees who are not eligible to earn overtime will receive life insurance equal to 2 times their annual salary beginning in 2014. Beginning in 2015, the fiscal impact of this amendment would be \$105,000."

Paulson believes all employees should receive double their annual salary for life insurance. Currently, an employee making \$125,000 would receive \$250,000 while an employee making \$40,000 would receive \$40,000. Paulson reiterated what Cummings said months back after Act 10 passed that employees will be so happy they will not want to re-unionize. However, some employees have come forward expressing concerns. He did not believe overtime was a good reason to deny the double salary benefit to other employees because work rules have changed and the County has done a lot to curb overtime.

MOTION: Paulson moved, second by Draeger to amend the ordinance as proposed by Paulson.

Cummings spoke in opposition to the amendment due to cost (\$105,000 per year). He said the key word here is not equal but equitable. The County wants all employees to be treated equitably. He gave examples of past benefit changes that had been made to make benefits more equitable among employees. He noted that social workers will lose the ability to earn overtime therefore they will receive the double salary life insurance benefit. Pension calculations, typically based on the last three years of service, include overtime hence a higher annuity. For active service, overtime is also calculated in the death benefit formula.

Draeger said he supports uniformity and Paulson's amendment. Draeger advised by 2015 he would like to see the life insurance benefit administered differently and felt employees need to be treated equitably. He did not agree with Cummings' overtime justification.

Motion defeated 2-4. Jaske, Crowley, Grant, and Jeskewitz voted no.

MOTION: Crowley moved, second by Jeskewitz to approve Ordinance 168-O-032. Motion carried 4-2. Paulson and Draeger voted no.

Ordinance 168-O-031: Modify The 2013 Health And Human Services Budget To Include Additional Expenditures Related To The Business Application Support Unit

Setzer and Dohman discussed this ordinance which authorizes the department to create two regular full-time Senior Information Technology professional positions in the Business Applications Support Unit effective August 13, 2013 of which the five month cost impact is estimated at \$73,900. The full-year position cost is \$178,500. This ordinance also authorizes the abolishment of three regular full-time positions of Clerk I, Clerk Typist II, and Projects Analyst with a cost savings of \$70,200 which partially offsets the new position costs. The full-year position costs are \$169,600. The ordinance also authorizes the transfer of \$3,700 from the operating expenditure appropriation unit (office equipment and repair and maintenance accounts) to the personnel cost appropriation unit to cover the remainder of the 2013 partial year position cost impact. This ordinance requires no

additional tax levy and the full year net impact of \$9,000 will be included in the 2014 budget request.

MOTION: Draeger moved, second by Crowley to approve Ordinance 168-O-031. Motion carried 6-0.

MOTION: Jaske moved, second by Jeskewitz to adjourn at 2:20 p.m. Motion carried 6-0.

Respectfully submitted,

Pauline T. Jaske
Secretary